

IMPORTANT INFORMATION FOR ALL STAFF WHO HAVE BEEN ASSIGNED TO WORK AT A POINT OF DISPENSING (POD) SITE

In response to the Pandemic H1N1 Flu, the County of Los Angeles Department of Public Health is conducting over 200 community mass vaccination clinics (also known as Points of Dispensing or "PODs") throughout the County starting in October and running potentially through December. This is an historic effort between the federal, state, and local health agencies, cities and local volunteers to vaccinate those most at risk for contracting and suffering serious complications from the H1N1 virus.

You have been identified as a person who will assist in this effort. Thank you in advance for the vital role you will play in supporting the County of Los Angeles Department of Public Health's efforts during this time of emergency. Your commitment to protecting the public's health is greatly appreciated. The information below will let you know what to expect and how to prepare for your role at the POD.

FREQUENTLY ASKED QUESTIONS

1. What do I need to take with me when I report to the POD?

- State Issued Identification Card- All POD staff must bring a California State issued photo identification badge (e.g., CA Drivers License). County employees must bring their County ID badge.
- Professional Clinical License- All nurses, physicians and pharmacists must bring a copy of their **current** professional license from their respective State of California licensing board. This includes all MD, LVN, RN, PharmD licenses.

Since the PODs do not have locker space available for POD staff, please do not bring items that need storage. Bring only essentials (e.g. cell phone, wallet, car keys) that you can keep in your pocket or around your waist.

2. Will I be trained or oriented to my role?

Yes, the following trainings are available and recommended, but not required:

- POD 101 Training- In order to prepare you for working in a mass clinic or POD, please complete *POD 101- Introduction to Point of Dispensing* course. POD 101 has been developed to provide you with a better understanding of the basic functions of a POD and your potential role within a POD. To access the course, go to: <http://www.publichealth.lacounty.gov/odt/pod101.htm>.
- Just-In-Time Training- You will receive additional training at the beginning of your POD shift. Your POD supervisor will also be there to help you feel comfortable in your new role and answer any questions you may have.
- Vaccine Administration Course- This course is a refresher for clinical staff (i.e., RN, LVN, MD, PharmD) on various topics related to vaccine administration. If you are a licensed clinical staff person and interested in refreshing your skills regarding vaccine administration, please go to: www.ph.lacounty.gov/elearning.

3. Will I be able to get the H1N1 vaccine?

Yes, you will be provided with an opportunity to get vaccinated with the H1N1 vaccine during your POD shift.

4. Will I be provided a meal during my shift at the POD?

Yes, you will receive a lunch or dinner meal (vegetarian meals will be available) depending on the hours of your work shift. Water will be provided for all staff working at the POD. There is no refrigeration or locker for storage available at the POD site.

5. What should I wear?

The appropriate attire at the POD site is **business casual**. Depending on your role, you may be on your feet for a large portion of your work shift so please wear comfortable, closed-toe flat or low-heeled shoes (clean, intact athletic shoes are best). Clothing that may be layered is recommended as temperatures may vary at POD sites. If you are a clinical staff person, you may wear scrubs, but you are not required to do so.

Depending on your POD assignment, you may be working outdoors; therefore, you may want to bring sunscreen and a hat for sun protection. Note that hats must be appropriate for public display.

Inappropriate attire includes, but is not limited to: revealing clothing, sandals, sweatshirts/pants, and shorts.

6. What if I have an emergency on the day I am supposed to report to a POD?

Your participation in the POD is critical in assuring that we have enough staff to successfully offer H1N1 vaccines to Los Angeles County residents. We are depending on you to arrive to the POD event for which you have been assigned on time and as scheduled. In the event of an emergency on the day of the POD, please call **1-888-416-1847**.

7. Will child care be provided for my children?

Unfortunately, there is no child care provided at POD sites. You will be responsible for arranging for your own child care. As a POD staff person, you are not allowed to bring your children to the POD site due to safety concerns.

8. How should I get my family ready?

It is always a good idea to make sure you and your family is prepared for any emergency, including the H1N1 flu. To find out more about how you can prepare, please visit the County of Los Angeles Department of Public Health's website at:
<http://www.publichealth.lacounty.gov>.